



Administrative Assistant to the Selectmen

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Proposed 2018/29 Administration Budget

To: Budget Committee
From: Stu Marckoon
Re: Administration Budget – 2018/19
Date: October 27, 2017

I am pleased to submit the first draft of the 18/19 Fiscal Year Administration Budget. The Board of Selectmen reviewed this on November 2nd and made no changes to the presentation. Let me highlight the pertinent information on each section or line.

Salaries

Elected Officials – No change is proposed to the salaries of the elected Selectmen and Assessors.

Administrative Assistant – The Administrative Assistant's contract expires in June 2018, and no new contract has yet been negotiated. It is anticipated that will take place in the coming months. The proposal will be to average \$70,000/year over 3 years which would be \$68,000 in 18/19, \$70,000 in 19/20 and \$72,000 in 20/21. Therefore a \$1,400 (2.1% increase) is proposed in this budget.

Benefits – This is the health insurance provided to full time employees. Me Municipal Health Trust is estimating a 7% increase, so I'm told. The proposed increase is \$1,388.99 for a round figure of \$20,100. I'm in hopes that is enough.

Clerk/Tax Collector – This will be the final year of the contract with our tax collector/clerk, and the increase is contained in the contract, up only 2.11%

Assistant Tax Collector – No change is proposed in this budget. The assistant fills in on those days when needed for planned vacations and is paid on an hourly basis.

Health Officer – No change is proposed

Facilities Maintenance Director – This is also an hourly position. I anticipate the position will be adequately funded at the \$10,000 level. Now that this position is not combined with Code Enforcement, I anticipate more maintenance projects being completed.

Election Workers – The proposed budget is for 2 ballot clerks for 14 hours per election at \$15/hour for four election days.

Total Salaries – The proposed salary section is up 2.5%, driven by full time staff and benefits.

General Administrative Costs

Electricity – Emera has proposed a significant increase to the PUC for electric rates. Additionally, I suspect the new town hall sign will add more electric usage. I'll know better after the next couple of electric bills. The proposed increase of \$300 represents a 10.34% increase. It may need to be higher.

Office Machine Maintenance – The bulk of this is for the annual maintenance contract on the photocopier. This is up by \$100 to reflect the actual for 2016/17

Travel/Education – A \$200 increase is proposed in this line based on a small increase over the actual amount from FY 16/17.

Postage – The largest postage expense is pre-stamped envelopes for property tax bills. I try to purchase that in June, but sometime it doesn't happen until July. The calculation to determine the budget was an average of the past two years.

Office supplies – A \$200 increase is proposed based on the actual expended in FY 16/17.

Advertising – No change is proposed to the \$400 / year budgeted.

Telephone – The administration account pays for 3 phone lines; the regular business line (approx. \$50/month), a fax line (approx. \$40/month) and a cell phone that I carry (approx. \$50/month). That works out to \$140/month, or

\$1,680/year.

Lien Costs – This expense is offset by a revenue as the directly affected taxpayer is charged for lien filings, mailings and discharges. No change is proposed to the budget.

Heating Fuel – We've had good success negotiating propane prices the last few years. No change is proposed to the heating line.

Dues/Memberships – A \$100 increase is proposed based on the 16/17 budget and minor increases. The town belongs to Maine Municipal Association, several affiliate groups and the local League of Towns.

Banking Costs – Our bank charges a very small service fee each month. \$100 should be adequate.

Tax Maps – A \$200 reduction is proposed. The budget figure was derived from the actual cost the past couple of years

Books & Publications – This mainly funds the excise tax books and a couple of subscriptions to the Maine Townsman from MMA.

Records Preservation – We've budgeted \$1000 for many years. Some years I've been able to get to preservation. Other year I have not.

Legal Fees – I've not been shy about saying no matter what the outcome is of the MacQuinn pit expansion project, it'll likely get appealed. We've started racking up some costs for legal fees between this case and the lawsuit over the gravel ordinance. A \$2,000 increase is proposed based on the actual costs in 16/17.

Other Election Costs – Generally this fund is used for any specific supply needs for elections (registration cards) and meals for the ballot clerks. A \$100 reduction should maintain adequate funding for that.

Audit – The auditing contract with Mr. Wadman expires after the current fiscal year. The budget reflects a \$200 increase. We'll likely be asking for another 3-year agreement proposal shortly.

Assessing/Appraisal – The proposed \$900 increase to \$3,500 reflects the actual FY 16/17 cost.

Town Report / Meeting Expenses – No change is proposed to the \$1,500 current budget.

Miscellaneous – No change is proposed, though the actual cost in 16/17 was \$109. Maybe this should increase to \$150. This line has been used for our citizen of the year plaque production.

Newsletter – The price went up a bit this year, so a \$20 increase is proposed.

Sales Tax – no change to the \$25/year budget.

Total General Expenses – The general expense budget is up 9.2%, driven by legal fees and appraisal expenses.

General Assistance – The assistance line has been \$2,500 for several years and is proposed to stay at that level.

Insurances

FICA/Medicare – This figure is generated by a total of all salaries, the bulk of which are in the administration account. I've plugged in salaries from other budgets tentatively to come up with the figure. This will change as other budgets are tweaked.

Property and Casualty – This cost has gone up quite a bit, and we've added some new things (the sign, rescue boat, new fire truck) to the covered schedule. Between generally rising costs and more items covered, a 13.5% increase is proposed.

Public Officials Liability – This is the same policy as property and casualty and has been broken out separately in the budget for as long as I've been around. The budget is based on the actual costs for this year and last.

Workers Compensation – The proposed budget is down based on actual amounts from previous years.

Volunteers – No change is proposed.

Unemployment – An increase is proposed, \$200.00.

Deductible Fund – Another \$500 is proposed to go into the deductible fund. WE have about \$7,200 in the fund.

Total Insurance – The total is not accurate due to the potential changes in other budgets salaries, but they are close.

Equipment

I anticipate that we'll need to upgrade the accounting software in the coming year, as the current version is 2014. Additionally, one new desktop is proposed – the computer I use is getting a bit long in the tooth and acting erratically at times.

There is no change to the “other” line at \$300. Overall the equipment line is up \$450.

Maintenance

Furnace – The new furnace at the town hall is functioning well and the cleaning is far less than anticipated this year. \$100 will be adequate, a drop of \$75.

Lighting - An increase of \$50 (a 100% increase) is proposed based on the 5-year average.

General Maintenance – The \$800 is no change to the budget for the past few years and in line with the 5-year average.

Grounds – We've spent more on grounds maintenance than budgeted last year. Most of this is lawn mowing. The proposed \$800 increase is meant to meet that budget.

Keys and Locks – no change is proposed to this line.

Total Maintenance – The proposed budget increase is \$775, up 33%.

Total – The proposed total budget is up \$9,660 or 4.34%, pending final salaries in other budgets. Legal fees, salaries, insurance are the biggest increases.